

REQUIREMENTS FOR SUBMITTING YOUR TEMPORARY EVENT APPLICATION

1. Please answer **ALL** questions. Review your application to make certain you have not missed anything.
2. Incomplete applications will delay the process time.
3. Print legibly so that we may process your application in a timely manner.
4. Make sure you **sign and date** the application on page 4.
5. If you are using a commissary for preparation or storage, include the **signed** commissary agreement on page 10.
6. If you are a licensed facility outside of Lake County include a copy of your license/permit and your most recent health inspection report.
7. Make sure your payment is included with your application.

PLEASE NOTE:

- Permit fees are non-refundable
- Please allow 3-5 days for mail delivery. Applications must be **received** at least 7 days prior to the event to avoid being charged a late fee.
- Applications that are received with no payment **will not** be processed.
- **If you are applying for a reduced permit fee by having a certified manager please have that manager's certificate on site. If there is no certified manager on site you will be charged the higher fee.**
- If you will have multiple stands at an event ***and*** are applying for the reduced permit fees by having a certified manager you must have a certified manager at **each** stand. One certified manager cannot work at multiple stands.
- If you are using water from a private water well there must be a satisfactory water sample taken within the last 12 months.
- You will receive application approval after we review your paperwork.
- You will receive a checklist of required items needed to operate based on your application

FOR OFFICE USE ONLY

TOTAL PAID \$ _____
CASH _____ CHECK # _____
CREDIT CARD: VISA MC AMEX DISC
LAST 4 DIGITS _____
EXP DATE ____/____/____

2016 APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

Applications and fees must be **received at least 7 days prior to the event** or a \$33.00 late fee will be assessed.

Fees are non-refundable

IMPORTANT: Complete ALL sections AND answer all questions!

SECTION A – APPLICANT INFORMATION

NAME OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT			
CONTACT NAME		CONTACT TELEPHONE #	
ADDRESS OF RESTAURANT/ORGANIZATION/INDIVIDUAL APPLYING FOR THIS PERMIT		CITY	STATE ZIP CODE
HOW DO YOU WANT TO RECEIVE YOUR APPROVAL? FAX E-MAIL		FAX #	E-MAIL ADDRESS
ARE YOU REQUIRED TO SUBMIT LCHD APPROVAL TO THE EVENT ORGANIZER OR COORDINATOR? YES NO IF YES, BY WHAT DATE?			
ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT IN LAKE COUNTY? YES NO		ARE YOU A LICENSED FOOD SERVICE ESTABLISHMENT OUTSIDE OF LAKE COUNTY? YES NO IF YES, ATTACH A COPY OF YOUR MOST RECENT HEALTH INSPECTION (REQUIRED)	
ARE YOU CURRENTLY REGISTERED AS A COTTAGE FOOD OPERATION? YES NO IF YES, ATTACH A COPY OF YOUR REGISTRATION		ARE YOU USING A SELF CONTAINED MOBILE TRAILER? YES NO	
Note: To qualify for a reduced fee or fee waiver you must have one of the certificate types listed below			
IF YOU WILL HAVE SOMEONE ON SITE WHO HAS COMPLETED AND RECEIVED A CURRENT TRAINING CERTIFICATE - COMPLETE THIS SECTION LCHD TEMPORARY EVENT FOOD SERVICE TRAINING (classroom in Libertyville) <i>see page 6 for schedule</i> ANSI FOOD HANDLER TRAINING (online only) <i>see page 6 for websites</i> ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH) APPROVED 8-HOUR FSSMC COURSE AND SUCCESSFULLY PASSED A STATE EXAMINATION CHICAGO SUMMER FOOD FESTIVAL TRAINING			
NAME OF CERTIFIED PERSON AT THE EVENT	ID OR CERTIFICATE # (leave blank for LCHD)	EXPIRATION DATE ____/____/____	
ARE YOU A NOT-FOR-PROFIT ORGANIZATION APPLYING FOR A PERMIT FEE WAIVER? YES NO If yes, Attach a copy of your tax exempt letter OR list your tax exempt number			

LIST YOUR EVENT(S)

A SINGLE PERMIT IS GOOD FOR UP TO 14 CONSECUTIVE DAYS AT THE SAME LOCATION
A FARMERS MARKET OR SEASONAL PERMIT IS GOOD FOR SIX MONTHS

SECTION B - EVENT INFORMATION

1.	START DATE ____/____/____	END DATE ____/____/____	TIME OF FOOD SERVICE AM / PM
	NAME OF EVENT		
	ADDRESS OF EVENT		CITY
2.	START DATE ____/____/____	END DATE ____/____/____	TIME OF FOOD SERVICE AM / PM
	NAME OF EVENT		
	ADDRESS OF EVENT		CITY
3.	START DATE ____/____/____	END DATE ____/____/____	TIME OF FOOD SERVICE AM / PM
	NAME OF EVENT		
	ADDRESS OF EVENT		CITY
4.	START DATE ____/____/____	END DATE ____/____/____	TIME OF FOOD SERVICE AM / PM
	NAME OF EVENT		
	ADDRESS OF EVENT		CITY
5.	START DATE ____/____/____	END DATE ____/____/____	TIME OF FOOD SERVICE AM / PM
	NAME OF EVENT		
	ADDRESS OF EVENT		CITY

SECTION C - MENU ITEMS - you must list ALL items that will be served/sold except canned sodas, bottled water, bagged chips, or candy bars						
The Lake County Health Department reserves the right to exclude any menu item						
MENU ITEM	SAMPLES ONLY	PREPARED ON SITE	PREPARED AT A LICENSED FACILITY	HOW WILL FOOD BE PREPARED OR COOKED AT EVENT	HOT HOLD AT EVENT	COLD HOLD AT EVENT

SECTION D - FOOD STORAGE, PREPARATION AND SERVICE INFORMATION			
<p align="center">FOOD PURCHASED PRIOR TO THE EVENT MUST BE EITHER STORED IN A LICENSED FACILITY (SEE ATTACHED COMMISSARY AGREEMENT) OR PURCHASED THE DAY OF THE EVENT AND RECEIPTS OF PURCHASE PROVIDED.</p> <p align="center">NO FOOD MAY BE STORED OR PREPARED AT HOME!</p>			
<p>WHERE WILL FOOD BE STORED PRIOR TO THE EVENT?</p> <p>LICENSED FOOD FACILITY (NAME OF FACILITY & ADDRESS) _____</p> <p>PURCHASED THE DAY OF EVENT AND PROVIDE RECEIPTS</p>			
<p>WHAT TYPE OF HANDWASHING WILL BE PROVIDED (REQUIRED FOR EVERY VENDOR)</p> <p>PORTABLE (CLOSED CONTAINER W/HANDS FREE SPIGOT) HANDWASH SINK</p> <p>Note: Hand "sanitizers" are NOT an acceptable substitute for required hand-washing set-up</p>		<p>UTENSIL AND EQUIPMENT WASHING</p> <p>3-COMPARTMENT SINK 3-BUCKETS EXTRA UTENSILS</p>	<p>SOURCE OF WATER</p> <p>CITY WELL</p>
<p>PLEASE PROVIDE THE DISTANCE THAT YOU WILL BE TRANSPORTING FOOD TO THE EVENT</p>	<p>WILL ANY FOOD BE REHEATED AT THE EVENT?</p> <p>YES NO</p>	<p>IF YES, HOW WILL FOODS BE REHEATED TO AT LEAST 165°F?</p> <p>MICROWAVE GRILL OVEN</p>	
<p>WHAT EQUIPMENT WILL YOU USE TO CONTROL TEMPERATURES DURING TRANSPORT?</p> <p>COOLERS WITH ICE COLD HOLDING UNIT FOR COLD FOODS HOT HOLDING UNIT FOR HOT FOODS</p>			
<p>HOT-HOLDING EQUIPMENT</p> <p>STOVE STEAM TABLE CHAFING DISH WARMER OVEN CROCK POT GRILL NONE</p>	<p>COLD-HOLDING EQUIPMENT</p> <p>REFRIGERATOR COOLER (WITH ICE) FREEZER NONE</p>	<p>SANITIZING SOLUTION IS REQUIRED</p> <p>CHLORINE (BLEACH) QUATERNARY AMONIUM IODINE</p>	<p>BARE HAND CONTACT MINIMIZED BY</p> <p>GLOVES TONGS SPATULAS PAPER</p>

I agree to notify Lake County Health Department if any changes are made to menu items.

X _____
Signature of person in charge of food service operation - **SIGNATURE REQUIRED** Date _____

MENU ITEMS (these are not complete lists but are examples only)	
CATEGORY I	
All prepackaged foods (sandwiches, salads, fruit cups, cheese, etc.)	Juices
Baked goods	Lemonade shake-ups
Bulk candy	Milk
Cooked corn on the cob	Nacho cheese with dispenser
Corn dogs (pre-battered)	Pancakes/waffles
Cotton candy	Peanuts/nuts
Creamers (for coffee), milk, whipped topping	Pizza slices - made at a licensed facility (with a certified manager/trained operator)
French fries, onion rings, mozzarella sticks, etc.	Popcorn/kettle corn
Frozen drinks	Pretzels
Frozen meat (must provide broker's license)	Samples only (i.e., salsa, dips, baked goods, etc.)
Funnel cakes	Shakes/malts
Hot dogs (with a certified manager/trained operator)	Smoothies
Ice cream	Snow cones/Italian ices
CATEGORY II	
All ready-to-eat meats/sandwiches (not pre-packaged)	Hot dogs (without a certified manager/trained operator)
Bratwurst, polish, sausage (pre-cooked or not)	Italian beef-commercially packaged
Chicken breasts or fish fillets for sandwiches	Onion blossoms
Chili (canned)	Pizza slices - made at a licensed facility (without a certified manager/trained operator)
Corn dogs (battered on site)	Potato pancakes
Cut fruit, sliced cheese (prepared on-site)	Pre-cooked poultry (i.e., chicken wings)
Hamburgers	Samples only (i.e., chicken, vegetables, etc.)
CATEGORY III	
BBQ beef/pork	Poultry-whole/quartered/pieces, raw, marinated or required other on-site preparation
Chili (not canned)	
Egg rolls, tempura vegetables	Ribs/Rib tips
Gyros	Seafood/sushi
Italian beef-prepped at a licensed facility & reheated at event	Tacos/burritos/tamales
Meat roasts of all types	Turkey/turkey legs

What type of permit are you applying for? *If you have questions regarding what category you will be – PLEASE call us at (847) 377-8040*****

NOT-FOR-PROFIT ORGANIZATIONS	FEE
Category I, II, or III (certified manager/trained operator required)	-0-
CATEGORY I	
1-14 day permit	\$22
Farmers markets only	\$84
Seasonal permit	\$84
CATEGORY II	
1-14 day with a certified manager/trained operator	\$45
1-14 day without a certified manager/trained operator	\$84
Farmers markets only (certified manager required/trained operator)	\$140
Seasonal permit (certified manager required/trained operator)	\$140
CATEGORY III	
1-14 day permit with a certified manager/trained operator	\$67
1-14 day permit without a certified manager/trained operator	\$140
LATE FEE	
Late fee if application is not received at least 7 days prior to event	\$33

Make check payable to Lake County Health Department and mail to 500 W. Winchester Rd., Suite 102, Libertyville, IL 60048. You may also fax your application to 847-984-5622. To pay with a credit card, please complete the payment form on page 6 and return with your application.



Population Health Services
500 W. Winchester Road, Suite 102
Libertyville, IL 60048-1331
Phone 847 377 8040
Fax 847 984 5622
www.lakecountyil.gov

TEMPORARY EVENT APPLICATION CREDIT CARD PAYMENT

TO PAY BY CREDIT CARD – PLEASE COMPLETE

VENDOR NAME - _____ DATE OF EVENT - _____

Please check one: MASTERCARD VISA DISCOVER AMERICAN EXPRESS

Credit Card #: _____ -- _____ -- _____

Cardholder Name: _____ Expiration date: ____ / ____ Security Code #: _____
(Print name exactly as it appears on the card) (Back of Card)

Billing Address: _____
Street # Street Name City State Zip

Amount to be charged: \$ _____ (if your application is received within 7 days of the event we will add a \$33 late fee to the amount charged)

Contact Telephone: _____ - _____ - _____

Signature: _____



Lake County

Health Department and
Community Health Center

Temporary Event Training Options

In order to receive a reduced fee or not-for-profit fee waiver for Category II (medium risk) or III (high risk) Temporary Food Service Event, LCHD accepts any of the following trainings.

- ① **LCHD Temporary Food Service Event Training Class - (1) year expiration;**
- ② **ANSI Food Handler Training Programs – (3) year expiration; or**
- ③ **IDPH Food Service Sanitation Manager Certification (FSSMC) – (5) year expiration**

- ① The **LCHD Temporary Food Service Event Training Class** covers food safety, sanitation and code requirements that are essential to conducting a safe and sanitary temporary food service event in Lake County. This class provides temporary food service event vendors/workers with a better understanding of how handling food correctly prevents foodborne illness. Although the class is aimed to educate not-for-profit temporary event vendors who do not have an IDPH certified food service sanitation manager or trained food handlers, any vendor may attend. The Temporary Food Service Event Training is valid for one (1) year from the date of training.

2016 LCHD Temporary Food Service Event Classes

Central Permit Facility
500 W. Winchester Road Libertyville, IL
Follow the signs to the Permit Center

April 4th 3:00-4:30 pm
May 2nd 8:30-10:00 am
June 7th 3:00-4:30 pm
July 12th 8:30-10:00 am
August 2nd 3:00-4:30 pm
September 6th 8:30-10:00 am
October 11th 3:00-4:30 pm

Please call **847-377-8040** to sign up!



- ② The **ANSI (American National Standards Institute) Food Handler Training Programs** expires three (3) years from date of completion. The course and assessment can be completed online, 24 hours / 7 days a week. Upon passing the assessment, the certificate is immediately available to print.

<u>Food Handler Program</u>	<u>Website</u>	<u>Online Price</u>	<u>Languages Offered Online</u>
Above Training/ StateFoodSafety.co	http://www.statefoodsafety.com/	\$10.00	English, Spanish, Mandarin,
eFoodhandlers, Inc.	http://www.efoodhandlers.com/	\$10.00	English, Spanish
Mindleaders, Inc.	http://www.mindleaders.com/ca-food-card/	\$14.95	English, Spanish
National Registry of Food Safety Professionals	http://www.envhealthtesting.com/foodhandler.aspx	\$12.95	English, Spanish and Chinese
National Restaurant Assoc.	http://www.servsafe.com/home	\$15.00	English and Spanish
Premier Food Safety	http://www.premierfoodsafety.com/california-food-handler-card	\$9.95	English, Spanish, Chinese, Korean and Vietnamese
SafeFoodTest.com	http://www.safefoodtest.com/	\$9.95	English
Safeway Certifications, LLC	http://www.safewayclasses.com/	\$10.00-\$15.00	English, Spanish, Chinese/Mandarin
TAP Series	http://www.tapseries.com/index.html	\$15.00	English and Spanish
U of I Urbana-Champaign	http://idph.fshn.illinois.edu/	\$9.95	English and Spanish

③ **IDPH (Illinois Department of Public Health) Food Service Sanitation Manager Certification**

What is a food service sanitation manager certification?

Complete an Illinois Department of Public Health (IDPH) approved 8-hour FSSMC course, successfully pass a state examination and pay a \$35 certificate fee to the IDPH.

Where are IDPH approved courses listed?

Refer to the list of IDPH approved food service sanitation certification providers for contact and course information. **Also, visit the IDPH website**

at <http://public.dph.illinois.gov/fssmccourses/> for a listing of FSSMC courses.

What is the option for renewing a valid Illinois FSSMC Certificate?

Attend an approved 8 hour FSSMC course and pass the exam every five (5) years. This must be completed prior to the certificate expiration date.

Will IDPH send a renewal application?

A renewal notice will only be sent if IDPH has a current address for the person. If the address is up-to-date, they will receive a letter explaining the new requirements one year in advance and a renewal application three months before their expiration date. If the certified person has not received an application, please contact an Environmental Health Practitioner or by calling IDPH at 217-785-2439.

Food Service Sanitation Manager Certification (FSSMC) Courses

<http://public.dph.illinois.gov/fssmccourses/>

The Illinois Department of Public Health (IDPH) requires all food service establishments to have a manager/supervisor certified in food service sanitation. IDPH approved courses are offered by the companies listed below in various locations throughout the northern portion of Illinois:

*Foodservice Safe Lake/Cook/DuPage/McHenry/Kane Phone: 847.254.5405 John@foodservicesafe.com www.foodservicesafe.com	*Food Protection Systems, Inc. Gurnee Phone: 847.244.0432 mak@foodprotectionsystems.net www.foodprotectionsystems.net
*City Colleges of Chicago Chicago (Classes available in Chinese) Phone: 312.553.5807 www.ccc.edu	*College of Lake County Grayslake Phone: 847.543.2041 www.clcillinois.edu
*Oakton Community College Des Plaines/Skokie Phone: 847.982.9888 www.oakton.edu	*Illinois Restaurant Association Chicago Phone: 312.787.4000 www.illinoisrestaurants.org
Food Safety and Environmental Solutions Lake Phone: 847.865.5106 www.fse-solutions.com	*Safe Food Handlers Corporation New Berlin Phone: 888.793.5136 www.sfhco
Nutrition Care Systems, Inc. Elgin Phone: 847.888.8177 or 800.761.9200 www.nutritioncaresyste	*Food Industry Training Lake/Cook/DuPage/Kane Phone: 630.690.3818 www.foodindustrytraining.ne
*Paladin Management Consultants Naperville Phone: 630.554.3663 www.saf	Linda Roberts and Associates Wheaton Phone: 630.752.8823 www.rdoffice.net
Greg Stolis and Associates DuPage/Lake Phone: 630.960.1135	Paul McDonnell & Associates Aurora/Elgin/Geneva Phone: 630.896.3662
*Corporate Training Center Chicago Area 800.705.8204 www.ctcfoodsantiation.com	*McHenry County College Crystal Lake Phone: 815.455.8588 www.mchenry.edu
*The Safe Dining Associates DuPage/Downers Grove Phone: 630.434.0588 www.safedining.com	*Classes also offered in Spanish

COMMISSARY AGREEMENT

(**Do not** complete if you are using your own facility)

Date

I, _____ of _____
(Name of owner/operator) (Name of establishment)

located at _____
(Address of establishment)

do hereby give my permission to _____
(Name of mobile unit/temporary event vendor)

to use my kitchen facilities to perform the following:

- ___ Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating
- ___ Storage of foods, single service items, and cleaning agents
- ___ Service and cleaning of equipment

X _____
Commissary owner/operator - **SIGNATURE REQUIRED** Phone Number _____

*** If this facility is licensed outside of Lake County, provide a copy of the most recent food inspection report with this commissary agreement. ***

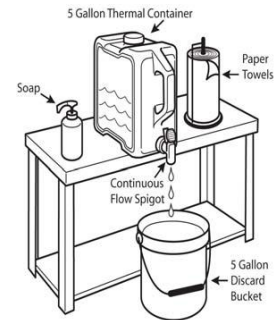
This Commissary Agreement is valid for this calendar year only

Checklist for Temporary Food Service Events

The following is a checklist to assist you in conducting a self-inspection of your temporary event.

The items listed represent the minimum essential equipment/supplies needed to operate.

A closed container with a hands free spigot dispensing clean, running water and bucket to catch the wastewater, hand soap and paper towels (for hand washing - minimum 20 seconds)



Four **LABELED** containers for equipment washing:

1. Wash (W)
2. Rinse (R)
3. Sanitize (S)
4. Wiping Cloth Storage



Sufficient potable water (hoses used to obtain municipal water must be food grade)

Dishwashing soap and sanitizer (bleach, iodine, or quaternary ammonia)

Appropriate chemical test strips to test sanitizer concentrations

Metal stem thermometer accurate to $\pm 2^{\circ}\text{F}$ and reads 0 to 220°F

Equipment and utensils which are in good condition (no chips, pits, etc.)

Equipment and utensils that have been cleaned AND sanitized

Sufficient refrigeration to hold **cold, potentially hazardous foods at 41°F or below** (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)

Hot holding devices must be provided to maintain **hot, potentially hazardous foods at 135°F or above**

Food shall be from an approved source (labeled and stored in food grade containers) and prepared in a licensed food service facility or at the event—home prepared not allowed

Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled

Single service articles (plastic forks, plates, etc.) provided for customers

Food, utensils and food equipment stored 6" above the ground

Provide facilities to dump wastewater and/or used grease)

Provide enough utensils to avoid bare hand contact with ready-to-eat foods (e.g. gloves, deli tissues, tongs, etc.)

Food stand constructed to prevent contamination of food and facilitate cleaning of the food preparation area

All toxic chemicals stored in a separate area away from food and food prep surfaces

Effective hair restraints provided for all employees handling food